TRAVEL AND EXPENSE SYLLABUS AND KEY NOTES

COURSE NUMBER TV2

TRAVEL ADMINISTRATION

Classroom Protocol

1. *Attendance*
2. *Housekeeping and Facility Rules*
3. *Introductions*
4. *Classroom Activity Overview*

New Definitions

Accounting Details: Every expense line item has one accounting details entry associated with it. Each accounting detail contains General Ledger ChartField information and the amount of a line item. The Default Accounting preferences of a user can be overridden for one expense item by changing the accounting details for that item.

Budget Check: A new feature to the Expense process. The Budget Check process is performed by the HR Supervisor Approvers or done automatically in a daily batch process. The budget check is used to determine if the agency budget has the funds to cover the expense report submitted by the employee.

Cash Advance: Cash Advance is used to request cash prior to commencement of trip. This occurs before an expense report, and leads to a cash advance ready for payment. This process is only available for State employees that do not qualify for State credit cards. Once approved for the advance, the employee can only receive up to 80% of the anticipated expenses for the trip (under the State's current travel policy).

Default Accounting: Expenses uses the ChartField defaults that are set up on the Employee Profile that default in when creating a cash advance, travel authorization, or travel expense report. These ChartFields will determine which accounts will be debited for the expenses.

Pre-Audit Approver: This approver type supports an auditor process prior to payment processing for review and approvals.

Travel Authorization: Travel Authorizations are created prior to the commencement of a business related trip. This process is the first in the travel reimbursement lifecycle, and ends with a travel authorization ready for approval. This process will be used if the travel meets any of the following criteria:

- Out of state travel
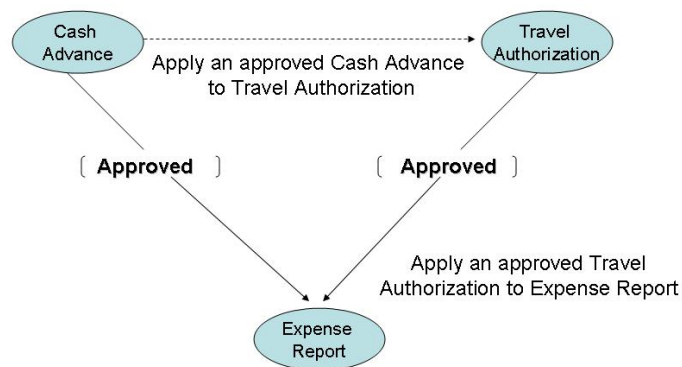- Five (5) or more employees traveling to the same destination

- Travel is outside the continental (48) United States

Travel Expense Report: Processing of Expense Reports details expenses incurred while traveling. This can be the first document in the reimbursement procedure or after a travel authorization is created for out of state travel. This process will end with an expense report that is submitted for approval.

Module Discussion(s)

The Edison Expenses module allows for the creation, modification, and monitoring of Cash Advances, Travel Authorizations, and Travel Expense Reports. These processes interact with several other Edison Modules by exchanging specific information. The primary modules in these interactions are General Ledger used to encumber funds for the Cash Advances, Travel Authorizations, and Travel Expense Reports and Accounts Payable for payment of funds.

Travel & Expense Process Review

Cash Advance · · · · · · · · · · · · · · · · ▶ Travel Authorization
Apply an approved Cash Advance
to Travel Authorization

[**Approved**]   [**Approved**]

Apply an approved Travel
Authorization to Expense Report

Expense Report

Lesson 1   Preparing Travel Authorization

Discussion

Travel authorizations are used to approve or deny estimated travel expenses requested by employees for work related travel. Travel authorizations can also be copied into expense reports to simplify the expense report creation process.

Key Notes:

- Travel Authorizations can be created on the behalf of an employee by using the navigation FSCM > Travel and Expenses > Travel and Expense Center > Travel Authorization.

- If you continue with the travel authorization process without project defaults, the system continues with a predetermined row of accounting data based on the employee's business unit.

- Agency will be responsible for scanning all required documents (conference brochures, flyers, etc) into FileNet.

Activities

1. Reviewing or Modifying Default Accounting
2. Reviewing or Modifying Accounting Detail
3. Canceling Approved Travel Authorizations

Exercises

1. None

Self-Assessment

1. None

Lesson 2   Preparing Expense Reports

Discussion

Processing of Expense Reports detail expenses incurred while traveling. This process can be the first document in the reimbursement process or after a travel authorization is created for out of state travel. This process will end with an expense report that is submitted for approval.

Activities

1. Viewing or Modifying Default Accounting

Exercises

 None

Self-Assessment

 None

Lesson 3   Using Commitment Control with Expenses

Discussion

Commitment Control is a vital part of Travel and Expenses, without it budgets could be overdrawn. The heart of Commitment Control is Budget Checking. When a Travel Expense is budget checked, Edison compares the amount of the claim to the amount in the Budget that the money will be paid out of. The most common error when budget checking is there are no funds available.

Budget Checking Exceptions are transactions that fail budget checking validations. These exceptions may be errors or warnings. Errors prevent the system from recording the transaction. Warnings allow the system to record the transaction but inform you of the exception conditions. You may view these exceptions to determine the cause of the failure through PeopleSoft Expenses or through the Commitment Control menu. The Fiscal Office will be responsible for researching the error.

It is the Supervisor's responsibility to Budget Check each Travel Authorization and Expense claim before they are approved.
Key Notes:

- The Budget Checking process will run once in the morning and once overnight, however Approvers have the option of budget checking travel authorizations and expense reports ad hoc.

Activities

1. Budget Checking Expense Transactions Online
2. Budget Checking Expense Transactions in Batch Mode
3. Rolling over Travel Authorization Encumbrances

Exercises
None

Self-Assessment
None

Lesson 4   Managing Approvals in Expenses

Discussion

Understanding Approvals in Edison Expense
The State of Tennessee enforces rules and a policy related to expenses that employees incur for which they seek reimbursement. To manage these rules and policies, the State of Tennessee requires one or more approvals for expense transactions as a normal part of the business process. The expense transaction types supported for approvals in Edison are travel authorizations, cash advances and expense reports.

The State of Tennessee has one or more types of approvers ranging from a supervisor to an auditor who reviews expense transactions after reimbursements are processed. The approval process in Edison can involve certain actions that an approver can perform such as Approve, Deny, Send Back or Hold. Reviewing and approving expense transactions are performed through a set of pages that are entered through the Summary Approvals pages, worklist, or email notification. Edison enables reviewers, approvers, and auditors to drill down to the transaction detail where they can view, modify, or take action on the transaction.

Edison's approval functionality enables approvers and auditors to review and approve multiple expense transactions with one approval action.

Approver Types

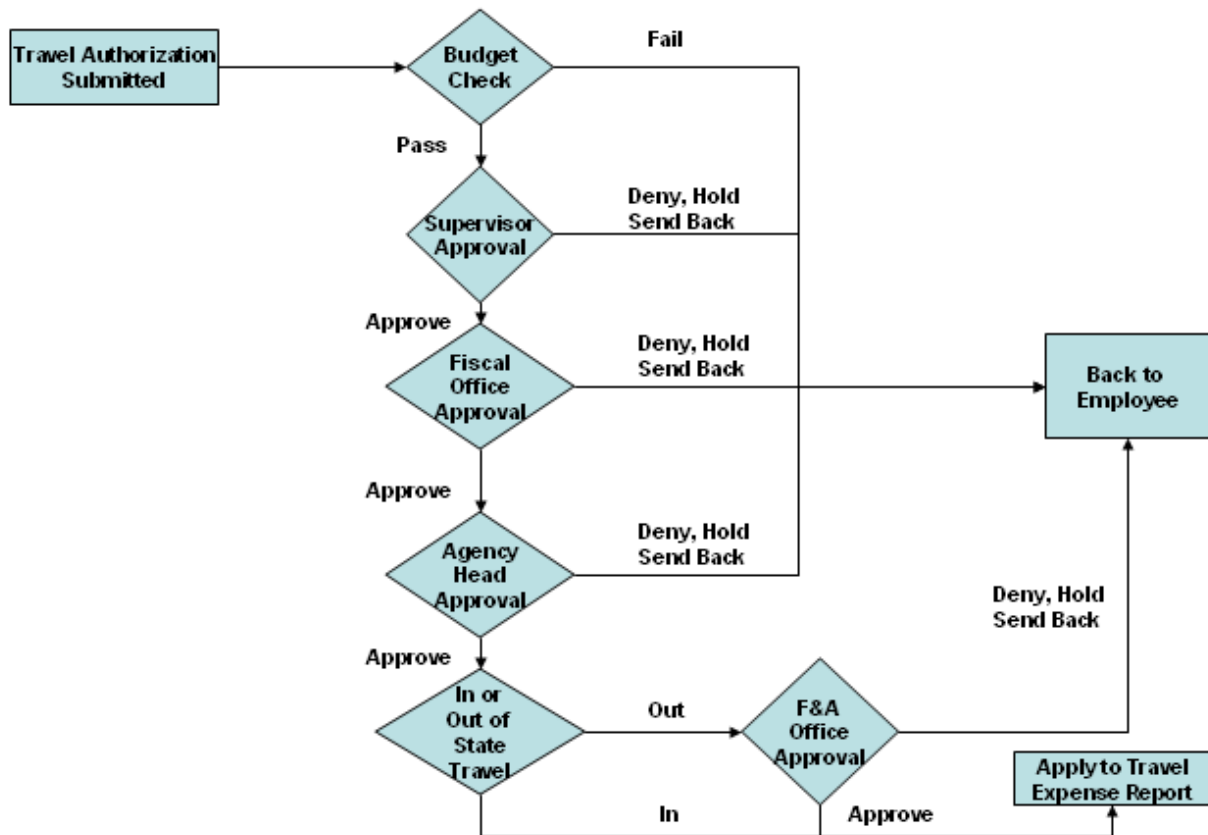An approver type is a role. In Edison, the role is an approver or auditor that can:

- Approve some or all expense transactions in their queue with one action.
- Approve expense transaction types on one page or approve by transaction type. (Supervisors can only approve all or deny all transaction types not by individual transaction types)

- Drill down to view additional information and take action on transactions at the detail level. (Supervisor are limited to approving all or denying all transactions)
- Change the sort order of transactions and view them sequentially in the new order.
- Search for transactions in a pending approval status.
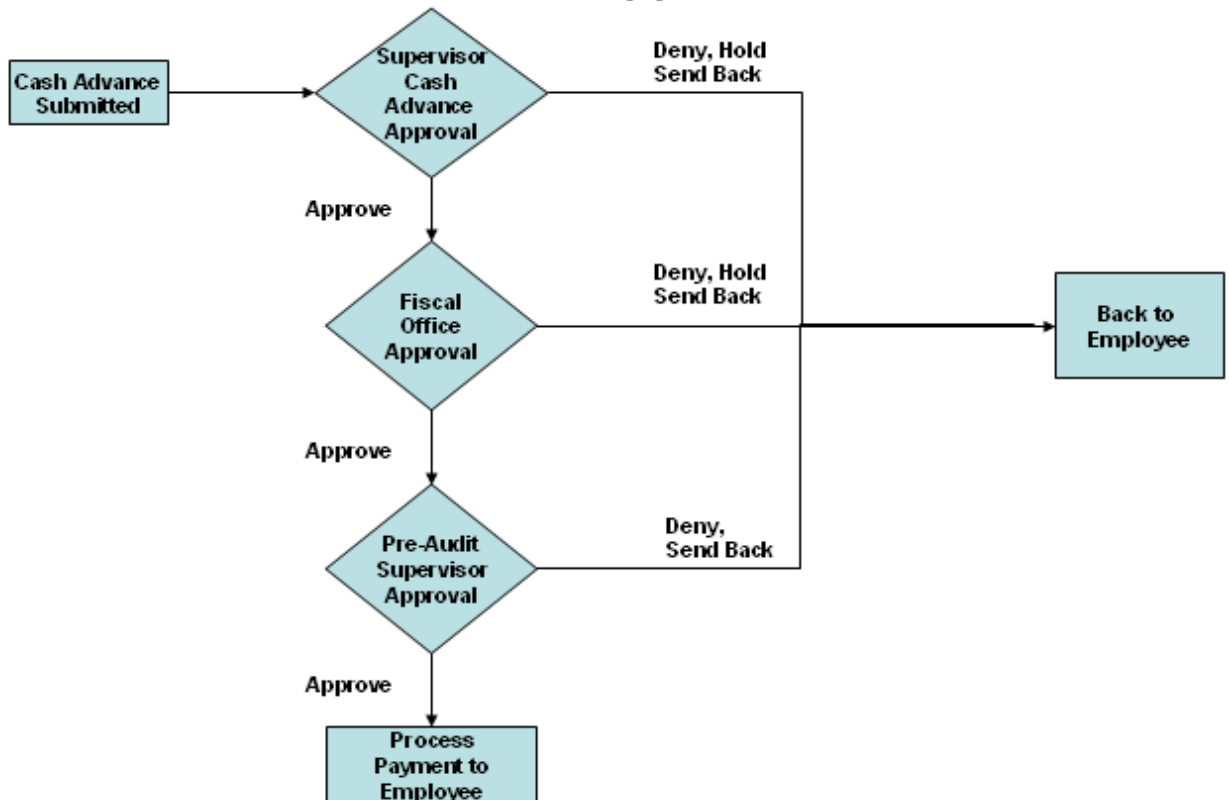- View expense history for one or more employees prior to approval.

Edison has identified the following approver roles:

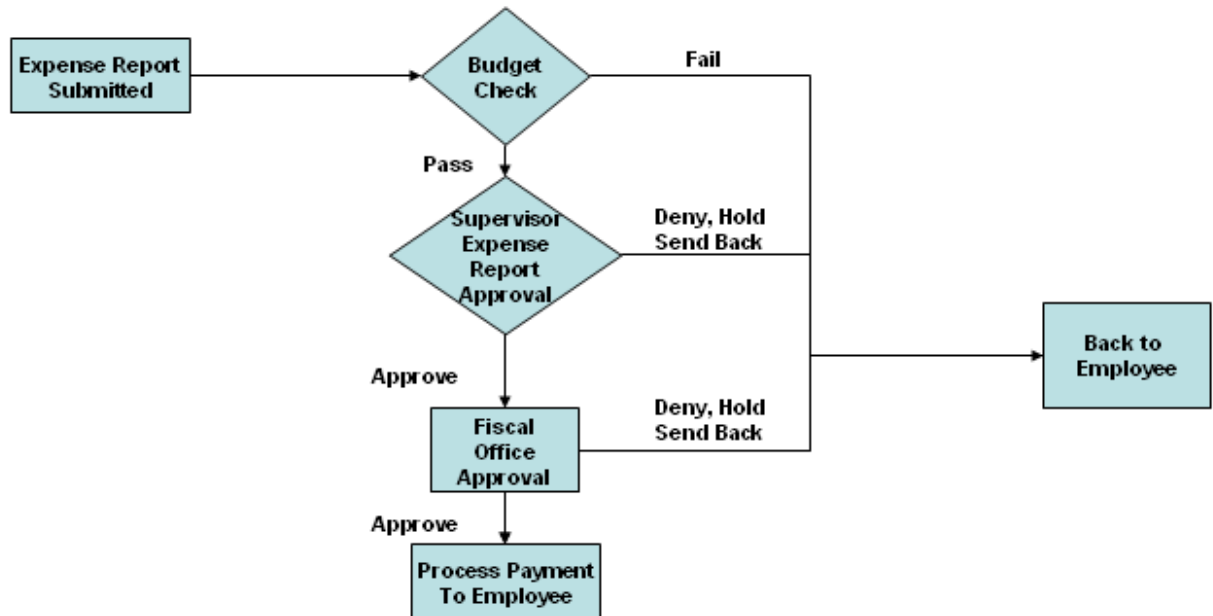| Finance & Administration Travel Officer (TN_FA_TRAV)	Approves Travel Authorization's for International and out of State travel.
Agency (TN_Agency)	Approves Travel Authorizations for a specific agency.
Pre Audit Supervisor (TN_Audsup)	Approves Cash Advances
HR Supervisor (TN_Supervisor)	Approves Cash Advances, Travel Authorizations and Expense Reports.
Fiscal Officer (TN_Fiscal)	Approves Cash Advances, Travel Authorizations and Expense Reports.

Travel Authorization Approval Process

Cash Advance Approval Process

```
Cash Advance          Supervisor           Deny, Hold
Submitted             Cash                 Send Back
                      Advance
                      Approval

              Approve

                      Fiscal               Deny, Hold          Back to
                      Office               Send Back           Employee
                      Approval

              Approve

                      Pre-Audit            Deny,
                      Supervisor           Send Back
                      Approval

              Approve

                      Process
                      Payment to
                      Employee
```

Expense Report Approval Process

Key Notes:

- No paper expense reports
- Expense Reports will be entered on-line.
- All expense reports must be budget checked prior to their approvals

Activities

1. Approving Expense Reports
2. Approving Travel Authorization
3. Approving Cash Advances
4. Reassigning Approval Work

Exercises

1. Approving Expense Reports
2. Approving Travel Authorizations
3. Reassigning Approval Work

Self-Assessment

1. Approving Expense Reports

Lesson 5 Preparing Cash Advances

Discussion

To minimize the impact of business travel on employee personal finances, the state provides cash advances to pay for items such as meals, ground transportation, and gratuities. With Expenses, you can process cash advances from the initial request through the final payment. Exception processing enables you to cover last-minute emergencies and unplanned situations.

When an employee uses a cash advance for business purposes and submits an expense report, the advance offsets some or all of the expenses the employee submits on the expense report. If you do not reconcile cash advances, the State may incorrectly reimburse more than the expenses that your employees incur.

When employees prepare expense reports, they designate the associated cash advance ID from the Expense Report Entry page. The Apply Cash Advance(s), link opens a page where they select one or more cash advance IDs to apply the entire amount or a portion of a cash advance to their expense reports. The selected cash advance items become part of the expense report calculations that determine how much to reimburse the employees.

Expenses tracks the remaining balance due to the State and identifies on the Cash Advance Reconciliation page the expense report IDs that the employee applied the cash advance amounts to. If an employee received a cash advance but did not take the planned business trip or did not use the entire portion of the cash advance, the employee is expected to submit a personal check to offset the balance due to the organization.

Key Note:

- To reconcile a cash advance, the cash advance must have a status of *Paid* and the total due to the company is zero. When you reconcile a cash advance, Expenses changes the status to *Reconciled.*

- When a cash advance has been approved for payment processing, you can cancel it after you have posted its liabilities. You can close the cash advance if you have not staged payments for it.

Activities

1. Reconciling Cash Advances
2. Closing a Cash Advance

Exercises

None

Self-Assessment

None

Lesson 6 Processing Expense Report Exceptions

Discussion

No matter how carefully you design and implement your reimbursement operations, there will sometimes be unforeseen situations that require special processing of expense reports. The following topics review the process for handling those situations including closing an expense report, creating journal expense reports and verifying expense report receipts.

Key Notes:

- When an expense report has been approved for payment processing, you might need to cancel it after liabilities have been posted. You can close an expense report if the expense report has not been staged for payment.

- Journal expense reports are not associated with changes to monetary amounts, nor do they create any payments. Journal expense reports are created to correct accounting entries that have already been recorded in the general ledger. Performing the adjustment through Expenses keeps the detail transactions synchronized with the balances in the general ledger

Activities

1. Closing Expense Reports
2. Creating Journal Expense Reports
3. Verifying Expense Report Receipts

Exercises

None

Self-Assessment

None

Lesson 7   Processing Expense Payments

Discussion

After expense reports or cash advances have undergone final approval, Expenses uses their detail information used to generate payments.

Key Notes:

- An individual employee payment can encompass multiple cash advances and expense reports.

- The processing of expense payments will be executed via a batch nightly process.

Activities
1. Canceling Expense Payments
2. Viewing Expense Report Journal Entries

Exercises
None

Self-Assessment
None

Lesson 8   Running Financial Reports

Discussion
Review the primary Travel and Expense reports.

Activities
1. Expense Transactions by Business Unit
2. Cash Advances by Business Unit
3. Cash Advances Aging by Business Unit
4. GL Balancing Reports

Exercises
None

Self-Assessment

None

Course Review with Question and Comments

Questions and Comments

Evaluation